Youth Camp Staff File Checklist

All items are to be completed before staff members work with children, except as noted:

|  |  |  |
| --- | --- | --- |
| Staff file requirements: |  |  |
| Name: |  |
| Home address: |
| Phone number: |
| * Date of birth:
 | * **Date of hire:**
 | * **Date of termination:**
 |
| * Emergency contact name & number:
 | **Date completed** **or documented:** |
| * Job description
 |  |
| * Application, résumé, or personal data sheet
 |  |
| * Release of employment history form
 |  |
| * Service letters:
* Two references are required if unable to obtain at least one service letter
 |  |
| * Orientation
 |  |
| * Adult abuse registry check
 |  |
| * Acknowledgement that alcohol and illegal drugs are prohibited at work
 |  |
| * Proof of fingerprinting before beginning to work
 |  |
| * Eligibility results (cannot be left alone with children until these are received)
 |  |
| * Copy of driver’s license, if transporting children
 |  |
| * Physical
 |  |
| * TB test or screening
 |  |
| * Proof of Qualifications
 |  |
| * CPR certification (adult staff only)
 |  |
| * First Aid certification (adult staff only)
 |  |
| * Administration of medication certification (if applicable and for adult staff only)
 |  |